

To qualify for an Arizona Notary Public Commission, you:

- Must be an Arizona resident.
- Must be 18 years of age or older.
- Must not be a convicted felon.

DO NOT APPLY if you fail to meet any of the above requirements.

A notary public commission is an appointment to public office. It is your responsibility to familiarize yourself with the laws pertaining to the performance of this office. A booklet containing the laws relating to notaries public for the state of Arizona is available from the Secretary of State's office if you did not receive one with this application form.

PROCEDURES FOR THE NOTARY PUBLIC APPLICATION PROCESS are listed below. **You must follow exactly all the procedures listed in order to be appointed a Notary Public.**

CAUTION: Your Notary appointment is not official until you receive a recorded certificate from the Clerk of the Superior Court. The official rubber stamp, containing the expiration date of your appointment, must be affixed on all documents.

NOTARY PUBLIC APPLICATION PROCEDURES

STEP 1. Complete the Notary Public Application as follows:

- Print your name exactly as you want your notary commission to be issued.
- Show your middle initial or name only if you intend to use it when signing your name as a notary public.
- List the physical location of your residence because you are commissioned from your home address.
- Fill in all blank areas on the form and sign the application exactly as your name is printed.
- Your signature must be an original signature on the application you submit to the Secretary of State's Office.

STEP 2. Buy a 4-year \$5,000 Notary bond and duplicate from an insurance or bonding agent.

- The bond must show your name printed exactly as it is shown on the application.
- The bond must indicate the county in which you reside and the effective and expiration dates of the bond. Remember, the expiration date is always one day less than the effective date four years later.
- You must sign both the original and the duplicate copy of the bond in two places. Your name must be consistent on both the application and the bond.
- Your signature must be properly notarized with the notary seal visible on both the original and the copy of the bond.
- Both the Arizona resident bonding agent and attorney-in-fact must sign the bond, if indicated.

STEP 3. Filing procedures.

Send to the Secretary of State - Notary, 1700 W. Washington, 7th Floor, Phoenix, AZ 85007

1. The original application with the original signature.
2. The duplicate copy of the bond, if you want the Secretary of State to match the dates. Please remember, your bond cannot be issued more than 60 days before or 30 days after the Secretary of State commissions you as a notary.
3. Check or money order in the amount of \$25 made payable to the Secretary of State.

Send to the Clerk of the Superior Court of the county in which you reside

1. The original bond (notarized and including the original signature).
2. Check or money order in the amount of \$18.00 made payable to the Clerk of the Superior Court.

DO NOT SEND YOUR NOTARY APPLICATION TO THE SUPERIOR COURT CLERK.

STEP 4. Official Notary Seal.

- Order a notary seal (stamp) from a stationery store, office supply, or insurance company AFTER you receive your commission certificate from the Clerk of the Superior Court of your county of residence.
- You must use a rubber stamp as your official seal if your commission began on or after July 20, 1996. You may affix an embosser in addition to the rubber stamp, but the rubber stamp and dark ink are required.
- The rubber stamp must contain five things:
 1. The words "NOTARY PUBLIC";
 2. The name of the county in which you are commissioned;
 3. Your name exactly as it appears on the bond and the application form;
 4. The expiration date of your commission; and
 5. The Great Seal of Arizona.



THE CLERK OF THE SUPERIOR COURT IN THE COUNTY IN WHICH YOU ARE COMMISSIONED WILL SEND YOU YOUR COMMISSION CERTIFICATE DESIGNATING YOU AS AN AUTHORIZED NOTARY PUBLIC. If you have any questions regarding these procedures, contact the Secretary of State's Office, (602) 542-4086, for assistance.

ARIZONA CLERKS OF THE SUPERIOR COURT

Clerk of the Superior Court - Apache Co.

Box 365
St. Johns, Arizona 85936
(520) 337-4364, ext. 261

Clerk of the Superior Court - Cochise Co.

P.O. Box CK
Bisbee, Arizona 85603
(520) 432-9360

Clerk of the Superior Court - Coconino Co.

Courthouse
Flagstaff, Arizona 86001
(520) 779-6535, ext. 728

Clerk of the Superior Court - Mohave

P.O. Box 7000
Kingman, Arizona 86402
(520) 753-0713, ext. 4321

Clerk of the Superior Court - Navajo

P.O. Box 668
Holbrook, Arizona 86025
(520) 524-4188, ext. 283

Clerk of the Superior Court - Pima

110 West Congress
Tucson, Arizona 85701
(520) 740-3282

**Clerk of the Superior Court - Gila Co.
Co.**

1400 East Ash Street
Globe, Arizona 85501
(520) 425-3231, ext. 246

**Clerk of the Superior Court - Graham Co.
Cruz Co.**

Courthouse
800 Main Street
Safford, Arizona 85546
(520) 865-4242

**Clerk of the Superior Court - Greenlee Co.
Co.**

P.O. Box 1027
Clifton, Arizona 85533
(520) 865-4242

**Clerk of the Superior Court - La Paz Co.
Co.**

Box 730
Parker, Arizona 85344
(520) 669-6131

Clerk of the Superior Court - Pinal

P.O. Box 889
Florence, Arizona 85232
(520) 868-6296

Clerk of the Superior Court - Santa

P.O. Box 1265
Nogales, Arizona 85621
(520) 761-7808

Clerk of the Superior Court - Yavapai

Courthouse
Prescott, Arizona 86301
(520) 771-3312

Clerk of the Superior Court - Yuma

168 South Second Street
Yuma, Arizona 85364
(520) 329-2162

**Clerk of the Superior Court -
Maricopa Co.**

Notary Bonds
P.O. Box 52826
Phoenix, Arizona 85072-2826
(602) 506-7400